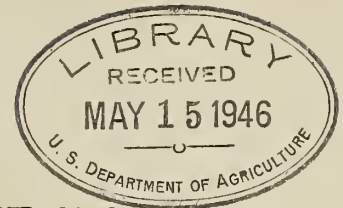


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SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 39.2

Civilian Food Requirements Program

I General

The direct distribution of commodities by the War Food Administration is carried on pursuant to Section 32 of Public Act 320, 74th Congress, as amended. This authorization provides in part that the appropriation shall be used to "encourage the domestic consumption of such commodities or products by diverting them, by the payment of benefits or indemnities or by other means, from the normal channels of trade and commerce or by increasing their utilization through benefits, indemnities, donations or by other means, among persons in low income groups as determined by the Secretary of Agriculture." There are no commodity requirements for this program; distribution is made if and when commodities are available.

II Purpose

The purpose of this procedure is to provide a means for making the shipments under this regionalized Civilian Food Requirements program in an expeditious and efficient manner.

III Placement and Distribution of Delivery Orders, Form FDA-2

- A. The Civilian Food Requirements Branch shall be responsible for all allocations of commodities and for placing Delivery Orders, Form FDA 2, for ordering commodities in the Shipping and Storage Branch in the region of origin.
 1. Separate Delivery Orders, Form FDA 2, shall be submitted by Civilian Food Requirements for each carload or LCL shipment.
 2. The Shipping and Storage Branch shall complete the part of Form FDA-2 entitled "FDA ONLY", including therein the order ticket number, and make distribution of the copies in the following manner:
 - a. The yellow copy shall be retained in Shipping and Storage as evidence of delivery being requested.
 - b. The pink and white copy shall be returned to Civilian Food Requirements in the region of commodity origin.

- c. The blue copy shall be mailed to the Program Accounting Section, Regional Finance Office in New York.

IV Shipments Made on Direct Purchases from Vendors

- A. Order ticket numbers shall be furnished Regional Shipping and Storage Offices in block upon request for use in making shipments on direct purchases under this program.
 1. Requests for block numbers shall be directed to the Chief, Shipping Division, in Washington, except when shipment to storage is necessary, in which case, requests shall be sent to the Chief, Storage Division.
 - a. Order tickets and all shipping documents shall be prepared and distributed at the regional level on direct purchases in the following manner:
 - (1) The master copy of all order tickets, Form FDA 601, shall be forwarded immediately after preparation to the Document Servicing Section, Shipping Division, in Washington.
 - (a) Copies shall be made from the order tickets in Document Servicing, Shipping Division, in Washington, and distribution of the copies made in the usual manner.
 2. Other shipping documents shall be prepared and distributed at the regional level in accordance with the established procedure.

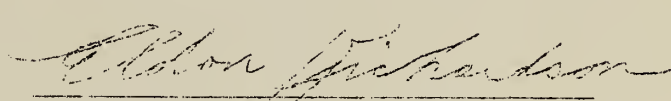
V Shipments Being Made From Storage

- A. When Delivery Orders, Form FDA 2, are furnished to the Shipping and Storage Regional Offices in the region of origin requesting shipments from inventory, the following steps shall be taken.
 1. A teletype message shall be dispatched to the Chief, Storage Division, furnishing the following information:
 - a. Commodity
 - b. Quantity
 - c. Package
 - d. Recommended delivering carrier
 - e. Consignee
 - f. Destination
 2. Order tickets shall be prepared by the Commodity Units in the Storage Division in Washington and shipping instructions issued thereon in the usual manner.

3. When shipping instructions have been issued, teletype messages shall be dispatched to the Regional Shipping and Storage Office in the region of delivery order origin, covering the following information:
 - a. Date shipping instructions issued
 - b. Order number
 - c. Consignee
 - d. Commodity
 - e. Quantity
 - f. Packaging
 - g. Date delivery expected in region of delivery order origin

VI Instructions to Vendors and/or Warehouses

- A. Shipping instructions and documents shall be furnished warehouses and/or vendors making the shipments by the Regional Shipping and Storage Offices.
 1. Warehouses or vendors shall in addition to the present requirements, be instructed to send a collect telegram to the Civilian Food Requirements Division in the region of commodity origin. Telegrams shall include the following information:
 - a. Order number
 - b. Date of shipment
 - c. Commodity
 - d. Car number


Chief, Shipping and Storage Branch

Index:
Storage
Ordering

Distribution Code A

August 1, 1944

1742
285h6
Cap 2

Index:
Storage
Ordering (Sec. 32)

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 39.2 - REV. 1

Field Purchase and Distribution Program

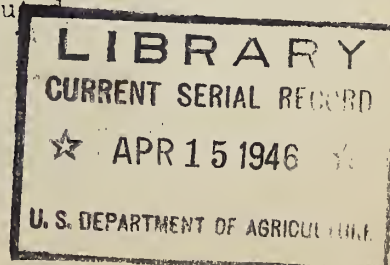
I General

- A. This memorandum outlines the procedure to be followed in effecting shipping and storage functions under field purchase (Section 32, and CCC price support) and distribution programs.
- B. The provisions contained herein implement FMA Instruction No. 127.7 relative to coordinating distribution, shipping and purchase functions of the Food Distribution Programs Branch (FDPB), Shipping and Storage Branch (SSB), and Fruit and Vegetable Branch (FVB).
- C. Wherever commodities of other Commodity Branches are being procured under Section 32 and CCC price support programs, the SSB in effecting its functions will adhere to the procedure described herein unless other special instructions are issued. It is understood, however, that the FVB procures the greatest variety and quantities of commodities under these programs.
- D. The effective date of the FMA Instruction and this procedure is March 1, 1946.

II Scheduling Shipping Points

- A. FVB will present shipping schedules to the Chief, SSB field office and at the same time will furnish the docket and symbol number.
- B. The Chief, SSB field office will issue a supply of Bills of Lading and authority to use them, and corresponding order ticket numbers.
- C. The Chief, SSB field office will determine whether to send an SSB employee to the purchase point or to have the field purchase representative perform the shipping functions.
- D. If the commodity is to be moved to storage the SSB field office will designate the storage facility to be used.

Distribution codes "A" and "B"
April 4, 1946



III Placement and Preparation of Delivery Orders, Form FDA-2

- A. The FDPB will be responsible for forwarding allocations of commodities to States and to arrange for the forwarding of Delivery Orders (of the distributing agencies) direct to the purchasing representatives of FVB at designated points of purchase.
- B. The FVB representative or the SSB representatives assigned to the purchase point, will arrange shipments of commodities in accordance with shipping schedules and will handle the preparation of the shipping documents.
 1. The field purchase representative will receive the 2nd, 3rd, 4th, and 5th copies of the Delivery Order and will give them to the field shipping representative (FVB or SSB).
 2. The field shipping representative will use the Delivery Orders to prepare shipping documents. After shipment has been effected the shipping representative shall complete lower portion of D/O entitled "FDA only" and distribute the copies of Delivery Order as follows:
 - yellow copy: SSB Field Office (this is the "shipping copy" and should be filed with the copy of Bill of Lading)
 - blue copy: Area Fiscal office in area covering location of shipper
 - white copy:)
 - pink copy:) State Office from which received

IV Shipment of Commodities

- A. Delivery to Distributing Agency or Consignee
 1. Shipment of commodities will be made by the shipping representative only as authorized by the Delivery Order.
 2. Transportation charges, will be paid through the use of Government Bills of Lading.
 - a. Responsibility for delivery ceases when the car is placed for unloading at the point previously designated by the Delivery Order.
 - b. All charges, including those for demurrage, storage and trucking which accrue after arrival at destination and either actual or constructive placement for unloading will be the responsibility of the distributing agency.
 - c. Actual delivery may be effected through shipment on a Government Bill of Lading by rail or motor truck.

3. Delivery to consignee may be made at place of purchase in which case no Bill of Lading will be issued. In lieu thereof a Consignee's Receipt, Form CCC-108, should be prepared in an original and 5 copies and after being signed distributed as follows:

Original and 1 copy to Area Fiscal Office with the voucher
1 copy to consignee
1 copy to State Office
1 copy to SSB field office file
1 copy to be retained in field purchase file

B. Shipments to Storage

1. Only a comparatively small quantity of Sect. 32 field purchases will be shipped to storage. When such shipments are made it will be necessary to execute a separate storage contract for such Sect. 32 commodities and assign appropriate contract symbols as follows:

A-1-ma (M) Northeast field office
A-2-ma (M) Southern field office
A-3-ma (M) Midwest field office
A-4-ma (M) Southwest field office
A-7-ma (M) Western field office

2. It will also be necessary to secure a separate block of contract numbers for use on Sect. 32 storage contracts from the Area Fiscal Officers.
3. SSB contracting officers of CCC have the authority to execute such Sect. 32 contracts as may be necessary in behalf of USDA, as prescribed in Administrator's Memorandum No. 18.
4. Documentation shall be the same as under regular procedure except that separate records and inventories shall be maintained by the field offices and by the Inventory Accounting Division for Sect. 32 movements to storage.

C. Preparation & Distribution of Government Bill of Lading

1. Government Bills of Lading will be prepared by the field shipping representative. (Note: Instructions for preparing B/L's are outlined in Exhibit A). Government Bills of Lading are to be used exclusively. (Commercial B/L's are to be used only in case of extreme emergency).
 - a. The Chief, SSB field office will authorize the field shipping representative (either the SSB or FVB person performing the shipping functions) to issue Bills of Lading in his name. This authorization

will be issued in memoranda form as follows:

Pursuant to the authority vested in me to authorize qualified personnel to affix my signature as issuing officer on Government Bills of Lading, I heroby, designate (John Doe) to issue Bills of Lading as follows:

The name of the respective chief of field office should be typed or legibly written in the appropriate space, and the signature of the designated person should be affixed immediately below, i.e.

Harry S. Brown
by /s/ John Q. Doe

- b. The Chief, SSB field office shall notify the Chief, Shipping Division, Washington of persons authorized to issue bills of lading in his name.

NOTE: Whenever a program is planned in advance, but is not of sufficient size to have an SSB representative assigned to the field purchase point, the Delivery Orders, or the information contained therein, will be transmitted if practicable to the SSB field office by the purchasing agent prior to issuance of B/L's so that the B/L's may be partially prepared before being issued to the shipping representative. In such instances the D/O's and B/L's should be forwarded without delay to the shipping representative.

2. In some instances the Delivery Order may not be on hand at time shipment is to be made. In such instances the factual data to be contained in the D/O will be telegraphed to the field purchase representative. Such telegrams will be used in lieu of D/O's.

- a. Telegraphic notice must immediately be followed by the actual Delivery Order.

3. Immediately after shipment is made, the shipping representative will mail the original and 1 yellow copy of the Government Bill of Lading to the PMA State Office of destination which will transmit same to consignee. (Disposition for all copies of Bill of Lading is given in Exhibit A).

D. Split Shipments

1. Whenever there is a split shipment, that is two or more consignees on one shipment, the shipping representative must attach a Consignee's Certificate of Partial Delivery to the Original Bill of Lading.

- a. One Consignee's Certificate must be attached for each

consignee except the final consignee

- b. The field shipping representative must insert the B/L number on each Consignee's Certificate attached to the B/L.
- c. The field shipping representative shall attach instructions to the B/L indicating that the first consignee is to execute a Consignee's Certificate, leave it attached to the B/L and forward to the next consignee. The final consignee shall execute the B/L.

E. Daily Wire Reports of Shipment

1. Daily Wire to PMA State Office

The field shipping representative will prepare a daily wire report to the PMA State Director in the state where distribution will be made. The wire shall be chargeable to Section 32 appropriation and shall contain the following information:

- a. commodity
- b. date shipped
- c. delivery order number
- d. quantity
- e. shipping point
- f. car initials and number
- g. delivering carrier

2. Daily Wire to FVB and FDPB - Washington Offices

A copy of this wire will be mailed to the SSB field office to confirm shipping information. (Prepared by Purchase Representative)

F. Preparation and Distribution of Order Tickets

1. Order tickets shall be prepared by the field SSB offices from copy of Government Bill of Lading which has been forwarded by shipping representative.
2. The SSB field office shall furnish order ticket numbers to the field shipping representative.
3. Separate order tickets will be prepared for consignments from each point of origin to one consignee.
4. The SSB field office will duplicate and distribute order tickets for their own use only; it will not be necessary to send tickets or master dittos to Washington unless storage is involved.
 - a. If shipments are made to another region a copy of ticket will be forwarded to SSB destination office.

G. Loss and Damage

1. The Claims Division is responsible for determining liability in connection with any loss or damage to Section 32 or CCC price support commodities.
2. In case of exception the consignee shall notify the carrier and if possible make a joint inspection. Consignee shall reject unsalvageable commodities.
 - a. Where any commodity is damaged, but can be reconditioned and used, the consignee shall make a full report to the Claims Division, Washington, D.C. of the cause if known and extent of the damage and also completely fill out the OS/D section on the reverse side of the Bill of Lading and the pink copy of the Delivery Order.
3. Consignee must indicate loss and/or damage on reverse side of original Bill of Lading before surrender to carrier and must also completely fill out the pink copy of the Delivery Order which is used by Claims Division for adjudication purposes. Consignee should also submit a full report of the cause if known and extent of the damage.
4. The State Office will forward the pink copy of the Delivery Order to the FDPB (in Washington) which will transmit it to the Claims Division for adjudication. FDPB will forward the Delivery Order to Claims only when an exception occurs.
5. In case of a claim on any shipment destined to another region, the yellow copy of B/L on file in SSB field office will be forwarded to SSB destination office for handling of claim.

V Reconsignments and Cancellations

A. Reconsignments

1. In instances where reconsignments are to be made, the PMA State Director will notify the SSB field office of the new consignee and destination and whether it is to be a straight reconsignment or charged against the shipping schedule.
 - a. When reconsignment is to storage, SSB field office will provide for allocation of storage space. Documentation provisions indicated in IVB-3 must be observed.

B. Cancellations

1. If a cancellation is requested by the PMA State Director the SSB field office will ascertain whether the commodity has been shipped.
 - a. If the commodity has been shipped, the SSB field office should obtain reconsignment instructions from PMA State

Director and follow procedure in paragraph A above.

- b. If the commodity has not been shipped but the Bill of Lading has been prepared, the field shipping representative should write "cancelled" in the body of the B/L and forward it to the SSB field office.

VI Shipments Made From Inventory

A. Field Office Responsibility

When Delivery Orders are furnished to the S&S Branch field offices by the PMA State Director requesting shipments from inventory (storage) the following steps shall be taken:

1. Ordering out of commodities shall be done in accordance with shipping schedules previously furnished, as described below:
 - a. FDPBr. Washington, will notify the S&S Br. field office, through the Program Operations Division, Washington, of preferential order in which shipments are to be made for Delivery Orders.
2. S&S Br. field office will prepare order tickets and issue shipping instructions in the usual manner.
3. S&S Br. field office will send the Bill of Lading to the shipper with instructions to notify the field office as soon as shipment has been made.
4. Upon receipt of report of shipment, the S&S Br. field office will complete documentation and notify by wire the PMA State Director for the state to which the shipment is made.

B. Program Operations Division Responsibility

1. Notify field offices of preferential order of shipment or other instructions indicated by FDPBr.
2. Furnish FDPBr. reports of commodities shipped from inventory upon request.

VII Superseded Memorandum

- A. This memorandum supersedes SSB Memo. 39.2 entitled "Civilian Food Requirements Program".

H. O. Warlick

H. O. Warlick, Director
Shipping and Storage Branch

INSTRUCTIONS FOR PREPARING GOVERNMENT BILLS OF LADING

- A. The field shipping representative will write in the following information in the spaces on the Government Bill of Lading, Standard Form 1103:
1. Car Initials and Number: When shipment is ready for billing insert car initials and number.
 2. Type the bill of lading number just left of the number on the bill of lading (upper right hand corner).
 3. Name of initial transportation company: This shall be the full corporate name of the originating carrier.
 4. Stop this car at: To be used only if a stop off in transit shipment; in such case show the city (or town) and state where car is to make first stop for partial unloading.
 5. Consignee: Show the shipping ticket number; next, the complete name (including title and agency) and address of the consignee. After consignee's name show the specific location car is to be spotted for unloading, if given in the Delivery Order.
 6. Destination: Show the city (or town) and state of destination (or final destination, if a stop off in transit shipment) as indicated in the official list of "open and prepay stations".
 7. Via: If routed by PMA insert complete route including originating, delivering, and all intermediate carriers. Complete names of carriers need not be written in full, as the official abbreviations are sufficient. Junction points should not be shown. If shipment is to be unrouted insert words "Carrier routing". When unrouted bills of lading are submitted to carrier's agent for signature, do not allow them to insert routes unless notated "routed by carrier's agent". Carriers are obligated to move unrouted shipments via cheapest and most economical routes and to allow agents to insert routes on all copies of bills of lading at time of shipment might be interpreted as being routed by the Government unless proper notation of responsibility for routes is shown.
Note: When delivery at destination is required by a particular delivering carrier insert such information in the following manner: "AB&C Railroad delivery at destination."
 8. Date B/L Issued: Insert date bill of lading is prepared.
 9. From (Shipping Point): This shall be the name of the station or siding where the shipment is actually loaded and accepted by PMA. If cars are loaded at non-agency stations and the bill of

lading is signed at the nearest agency station, the shipping point shall be shown as the non-agency station, thus (Highland Park B/A Lake Wales, Florida).

10. From: (Full name of shipper) Insert thus: USDA - PMA.
11. Charges to be Billed to: United States Department of Agriculture - Production and Marketing Administration
12. Appropriation-Chargeable: Sect. 32 or CCC Price Support symbols.
13. Issuing Office: Appropriate Shipping and Storage Branch field office.
14. Name and Title of Issuing Officer: Insert name and official title of person authorized to issue bills of lading (This will be the Chief, Shipping and Storage field office).
15. Packages: Insert the total number of packages to be shipped if actual quantity is known, otherwise this information will be inserted at actual time of shipment.
16. Description of Articles: Insert proper description of commodity to accurately describe it and to insure application of proper tariff rates.
 - a. Shippers load and count - SL&C
 - b. Protective Services - Standard Ventilation, etc.
 - c. Seal numbers - The numbers of all seals applied to car doors must be shown in the body of the bill of lading.
17. Weights: Insert actual gross weight of shipment which will include the weight of the commodity plus the weight of the container in which it is packed. Tariff billing weights and weight agreements must be observed. Unless the actual gross weight is known, this information shall be inserted at time of shipment. The weight of any dunnage should be shown when used.
18. The Program number, Delivery Order number, and Shipping Ticket number shall be inserted in the block of "Certificate of Issuing Officer" as is done in regular GCP B/L's.
19. Certificate of issuing officer:
 - a. Contract space: - leave blank
 - b. Signature of issuing officer: Name of person authorized to issue B/L (same as item No. 14) by person issuing the B/L (the field shipping representative)
20. Name of Transportation Company: Insert name of transportation

company receiving shipment at shipping point for forwarding. This must agree with corporate name of transportation company shown as the originating carrier.

21. Date of Receipt of Shipment: Railroad agent will insert date shipment is actually delivered to the originating carrier for forwarding.
22. Signature of Agent: To be signed by carrier's agent with ink or indelible pencil. Copies may be carbon signed.

B. The bill of lading consists of ten copies and, after shipment has been made, the copies should be distributed as follows:

Original and one yellow copy to the State Office of PMA in the State of distribution from which the Delivery Order was received;

Cherry and two white copies to be retained by the agent of the originating carrier;

Green and two yellow copies to be mailed to the SSB field office of origin, which will distribute them as follows:

One yellow copy to be retained in SSB field office file.

NOTE: In case of claim on shipment from one region to another region SSB field office of origin will forward this copy to SSB field office of destination.

One yellow copy to be sent to:

Inventory Accounting Division
Shipping and Storage Branch.
Production and Marketing Administration
Washington 25, D. C.

Green copy to:

Traffic Services Section
Shipping Division
Shipping and Storage Branch.
Production and Marketing Administration
Washington 25, D. C.

One yellow copy to the Area Fiscal Office with vendor's claim for payment; and

One yellow copy to be retained in the Field Record Envelope in the field purchase office.

TERRITORIAL JURISDICTION OF
FRUIT & VEGETABLE BRANCH FIELD OFFICE

Note: The jurisdiction of FVB field divisions is the same as that for SSB field office except for the states underlined.

Northeast Field Division

Fruit & Vegetable Branch, PMA
 150 Broadway
 New York, 7, New York

STATES COVERED

Maine
 New Hampshire
 Vermont
 Massachusetts

Rhode Island
 Connecticut
 New York
 New Jersey

Pennsylvania
 Delaware
 Maryland
 West Virginia
Virginia

Southern Field Division

Fruit & Vegetable Branch, PMA
 Western Union Building
 Corner Marietta & Forsyth Streets
 Atlanta, Georgia

North Carolina
 South Carolina
 Georgia

Florida
 Alabama
 Kentucky

Tennessee
 Mississippi

Midwest Field Division

Fruit & Vegetable Branch, PMA
 912 U. S. Customs House
 610 South Canal Street
 Chicago 7, Illinois

North Dakota
 South Dakota
 Nebraska
Kansas

Wisconsin
 Minnesota
 Iowa
 Missouri

Illinois
 Indiana
 Ohio
 Michigan

Southwest Field Division

Fruit & Vegetable Branch, PMA
 425 Wilson Building
 Dallas, 1, Texas

Arkansas
 Texas

Louisiana

Oklahoma

Western Field Division

Fruit. & Vegetable Branch, PMA
821 Market Street, Room 717
San Francisco 3, California

California
Washington
Oregon
Nevada

Utah
Arizona
Montana
Wyoming

Idaho
Colorado
New Mexico

FIELD PURCHASE AND DISTRIBUTION PROGRAMS

39.2 Rev. 3

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I PURPOSE AND SCOPE

A Interbranch responsibilities and functions under price support program operations are prescribed by PMA Instructions 124.1, 124.2, 124.3, 124.4 and 127.7. It is the purpose of this Instruction to prescribe and define Shipping and Storage Branch (SS Br.) operations necessary to carry out the responsibilities set forth by the PMA Instructions.

B In some instances price support purchase operations are carried out in the field by Fruit and Vegetable Branch (FV Br.) personnel, and in others by PMA state and county offices under the direction of the Field Service Branch (FS Br.) and within the limitations of Program Authorizations issued by the FV Br. to the FS Br. Other participating Branches in these operations are the Food Distribution Programs Branch (FDP Br.) and the Fiscal Branch (FI Br.).

C The operational steps prescribed for the SS Br. are the same regardless of which Branch has the direct responsibility in the field for the purchase operation. However, considerable "on-site" judgment must be exercised with respect to the varying local conditions under which purchases and shipments are made. The SS Br. is responsible for exercising such judgment, insofar as concerned, in the field and otherwise taking any action incidental to the program which will facilitate operations.

II REFERENCE TO RELATED INSTRUCTIONS AND FORMS 1/

A For purposes of completeness and clarity this Instruction will, to a large extent, supplement provisions included in the following PMA issuances and will make appropriate reference thereto.

1 PMA Instr. 124.1, "Policies on Assignment of Functions Involved in Price Support of Fruit and Vegetable Commodities."

2 PMA Instr. 124.2, "Purchase Operations Involved in Price Support of Fruit and Vegetable Commodities in Raw Form."

3 PMA Instr. 124.3, "Shipping Operations Involved in Price Support of Fruit and Vegetable Commodities in Raw Form."

4 PMA Instr. 124.4, "Distribution Operations Involved in Price Support of Fruit and Vegetable Commodities in Raw Form."

1/ All shipping representatives should have a copy of the Instructions, Forms and Exhibits described herein, as well as a copy of this Instruction, and billing and protective services notes, when sent into the field to perform shipping functions. The Chief, SS Br. field office is responsible for ascertaining that all designated shipping representatives have these items.

(II A).

5 Exhibit A to PMA Instr. 113.1, "PMA State Directors."
PMA Procedure Transmittals are issued on changes in state directors and addresses of state offices, and SS Br. field offices are responsible for making necessary changes in Exhibit A and promptly notifying any shipping representatives who are in the field on a program.

6 PMA Instr. 127.7, "Coordination of Distribution, Shipping and Purchase Functions Under Price Support Programs."

7 Form PMA-85, "Directory of Shipping and Storage Field Offices."

8 Form PMA-301, "Directory of Area Fiscal Offices."

9 Shipping Div., General Memo 45-34.

III DEFINITIONS OF SHIPPING REPRESENTATIVE AND SS BRANCH OFFICES

A Shipping Representative - Means either (1) a representative of the SS Br. field or sub office stationed in the local purchase area, or (2) a purchase representative who has been authorized by the PMA State Director, after he has received authority to perform the necessary SS Br. functions, or (3) a purchase representative of the FV Br. who has been authorized to serve as shipping representative by the SS Br. (See PMA Instrs. 124.1, 124.3 and 127.7.)

1 The shipping representative is responsible for and directly carries out shipping functions in all ACTIVE types of operations (see Par. IV, below), but takes no direct action in the PASSIVE types of operations, as prescribed in this and related PMA instructions.

B SS Br. Field Office - Means an area office of the SS Br. having jurisdiction over a given territory and the sub offices, if any, located in the territory. May also be the origin and/or destination office on some shipments.

C SS Br. Sub Office - Means a sub office of the SS Br. field office having jurisdiction over a specific territory of the total area served by the field office. May also be the origin and/or destination office on some shipments.

D Origin Office - Means the SS Br. field or sub office having jurisdiction over the territory in which the shipment originates. Often referred to as the billing office. May also be the destination office on some shipments.

E Destination Office - Means the SS Br. field or sub office having jurisdiction over the shipment delivery point. May also be the origin office on some shipments.

Sent to all offices, November 18, 1947.

Subject.....Change in Method of Transmitting Documents to SS Br Wash and Area Fiscal Offices.

In order to prepare for a reconciliation of the inventory records of the Fi & SS Branches it is neey that changes be made in the distribution of several documents to the Pro O Div., SS Br., Washington and to the Area Offices of the Fiscal Branch. Wherever the reference is made to Area Fiscal Ofc throughout this mesg with respect to the flow of documents it is understood to be that area fiscal ofc serving the same territory as the SS or CCC ofc which is distributing the document.

Effective 11/24/47 the flwg specified copies of documents effecting the inventory shall be routed by SS or CCC field offices as described below.

1. Std Form 1103 - Govt B/L - 6th memo (yellow) copy. Shippers (vendors, whses & processors) and shipping representatives (on field purchase shipments) shall be instructed to transmit the 6th memo (yellow) copy of Govt B/L's to the SS or CCC origin ofc along with the 5th memo (green) copy. This means that Forms SS-55 and SS-55A, document distribution instructions will of necessity have to be altered at the time they are prepared for the shipper so that items B and C will read correctly. Origin ofcs shall add "6th copy (yellow)" to item "Government bill of lading" in addition to info already shown under item B. They shall delete item "Government bill of lading" from item C. (Reference forms and SS Br instrs affected - Form SS-1 "Shipping & Billing Information for Vendors," Form SS-3 "Warehouseman's Guidebook," SS Br Instrs 39.8 "Movement of Commodities - Exhibit D," 39.2 "Field Purchase and Distribution Programs," 79.1 "Distribution of Shipping Documents - Page 3," 79.5 "Government Bills of Lading, Exhibit A.") No change is made in the distribution of copies of Gov't B/L's issued in exchange of Com B/L'S.

2. Form SS-150 - FAS Authorization and Control Record - original and two copies. The original and 1 copy for POD, SS Br, Wash and 1 copy for Area Fiscal Ofc at NY which existing SS Br Instr 39.8 para IV B 2 d requires that port ofcs transmit direct, shall now be sent by port ofc to its SS or CCC field ofc. These copies will then be date stamped by SS or CCC field ofcs as explained below and then distributed to SS Br Wash and to the Area Fiscal Ofc serving the same - repat same - Area. (Reference SS Br 39.8, "Movement of Commodities" page 6 revised 3-4-47, para IV B 2 d, SS Br Instr 79.1 "Distribution of Shipping Documents" pages 29 and 30.)

3. Form SS-154 - Forwarding Notice and Non-Negotiable Receipt - 1st and 2nd copies. This represents 1st copy for Inv Acctg Sec, Pod, SS Br, Wash and 2nd copy for Area Fiscal Office. (Reference SS Br Instr 79.1 Rev 2 "Distribution of Shipping Documents" page 19 para IX C and SS Br Instr 39.8 "Movement of Commodities" page 12 para V C 2 b) when SS or CCC field office of destination prepares document distribution instructions, Form SS-55, requiring this document, the reference to Forwarding Notice and Non-Negotiable Receipt under item C shall be corrected so that the original and one copy of Form SS-154 may be returned to the issuing or destination office.

4. Form PMA-375 - Consignee's Receipt - on FOB origin sales and on acquisition transfers of title from vendor. Reference SS Br Instr 79.1, Rev 2 "Document Distribution Instructions" page 8, para VII C. Column 1 "FOB Origin Sales." The particular copies affected are original and 1 copy sent to origin ofc and the 1 copy sent direct to Inv Acctg, SS Br in Wash. SS or CCC ofc preparing PMA-375 shall change Form SS-55 "Document Distribution Instructions" to require that the consignees receipt copies mentioned in item C shall be returned to their (the SS

or CCC preparing) office. It is suggested that these 2nd & 3rd copies mentioned in item C be required under "Consignee's Receipts" in item A. Column 3 "Acquisition Transfers of Title" - the particular copies affected are original and one copy. Pls refer to Procedure Notice 61 dated 8-14-47, page 3, which concerns a change in distribution of original and 3 copies of PMA-375 on acquisition transfers of title thus requiring a change to be made in Form SS-55 "Document Distribution Instructions" under item B.

5. Include date-stamping on 3d, 4th, 5th, and 6th copies of R/C orders. No change in distribution.

SS and CCC ofcs before - repeat before - making the required distribution of documents described in para 1, 2, 3, 4 and 5 above shall date-stamp the month, day and year on each copy. The stamp shall be placed as follows on the respective documents: Government bill of lading...5th and 6th copies...immediately above the "Consignee" space; SS-150, SS-154 and PMA-375...upper righthand corner; FDA-300...upper left-hand corner. The respective copies of the documents for the Pro O Div, SS Br, Wash. and the appropriate area of the Fiscal Branch shall be transmitted on the date indicated by the date stamp.

The purpose of date-stamping the above documents is to provide a means by which the Pro O Div and appropriate area fiscal office may determine definitely that the same transactions have been entered in the inventory records of both offices as of dates to be determined in the future on which the two inventories will be reconciled.

No such steps are required in connection with teletype reports of inventory transactions as both Pro O Div and the appropriate area fiscal office would use the teletype date for this purpose.

Pls make the pertinent changes in the SS Instrs referred to throughout this msg wherever necessary.

May we reiterate the effec date of this change in transmitting documents is Nov 24, 1947.

RODWELL/FM-PRO

Sent to All Offices, November 25, 1947

Subject....Wire report of shipments to Sec 32 outlets and Nat'l.

School Lunch

Effective immediately, prepaid wires on shipments to Section 32 outlets and shipments to Nat'l. School Lunch program, shall contain information as to city or town of destination of shipment.

Please make notation on page 11, Rev. 8-14-47, and page 20, Rev. 10-9-47, of SS Instr 39.2 and page 6 of SS Instr 37.2 to include city or town of destination in these wire reports of shipment. Formal notice of this change in these instructions will be issued at an early date.

RODWELL/FM-PRO

Sent to all Offices, March 2, 1948

Subject.....SS Br Instr 37.2, National School Lunch Programs
SS Br Instr 39.2, Rev. 3, Field Purchase Programs

Inre use of forms SS-75, Consignees Certificate of Partial Delivery wherever there are split shipments.....in order that consignees may furnish proper car seal No. data, in compliance with instrs to be furnished them by the FDP Br, effec imme CCC Field Ofcs of origin and shipping representatives on field purchase split shipments to Sec 32 outlets will make the folg typographical additions to Form SS-75 when used.

Part II of first Consignee's Certificate

In checkbox for "Name of Delivering Carrier" insert "Inbound seal No. _____" and beneath this insertion also insert "Outbound seal No. _____."

Part II of second Consignee's Certificate

In checkbox for "Name of Delivering Carrier" insert "and seal record."

Arrangements have been made between SS Br and FDP Br whereby NSL and Sec 32 consignees will be instructed to furnish the desired additional data in these checkboxes.

WARLICK/FM-PRO

REPORTS OF THE AMERICAN MEDICAL ASSOCIATION
ON THE PROGRESS OF MEDICINE IN 1918

THE AMERICAN MEDICAL ASSOCIATION has the honor to announce that the following reports have been received from the various branches of the Association for the year 1918:

1. *Report of the American Medical Association on the Progress of Medicine in 1918.*

2. *Report of the American Medical Association on the Progress of Medicine in 1918.*

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THE AMERICAN MEDICAL ASSOCIATION

IV OPERATIONAL TYPES

A SS Br. participation in price support program operations differs with the TYPE of the disposition operations following acquisition. A thorough understanding of these is a fundamental prerequisite to successful operation and accounting.

1 Active Type - Includes acquisitions which:

a Come into the physical custody of SS Br. prior to final disposition, or

b Require the use of a Government bill of lading to accomplish final disposition.

Examples: A purchase shipped on Government bill of lading to a State institution;

A purchase shipped on a Government bill of lading to a warehouse pending final disposition, and the subsequent out movement, etc.

2 Passive Type - Includes acquisitions which: 1/

a Do not come into the physical custody of SS Br. prior to final disposition, and

b Do not require the use of a Government bill of lading to accomplish final disposition.

Examples: A purchase picked-up or accepted by the consignee at the purchase point;

A purchase placed or left in farm storage at the purchase point; etc.

V PLANNING AND INITIATION OF PURCHASE OPERATIONS

Plans and arrangements for purchase programs will be made in accordance with the provisions contained in PMA Instrs. 124.2 and 127.7 and will be authorized by either a program authorization or a field authorization, as follows:

A Program Authorizations - Within the limitations of an approved docket, the Director, FV Br. issues a Form PMA-171, Program Authorization, to the PMA State Director, through the FS Br. (see PMA Instr. 124.2). One copy of each PMA-171 issued will be sent to the Field Management (FM) Division, SS Br., Washington. Upon receipt, the FM Div. will furnish by teletype complete program data, as contained in the Program Authorization, to the appropriate Chief, SS Br. field office.

1/ It is possible (and will not be unusual) to have "passive" acquisitions become "active."

(V-A)

1 FS Br. Operation - When the FS Br. is to conduct a price support purchase program in the field, preliminary planning between the Chief, SS Br. field office and the PMA State Director in the area of purchase will be as prescribed in PMA Instr. 124.3.

2 Placing Purchase Representative - The PMA State Director will appoint purchase representatives, as provided in PMA Instr. 124.2, and furnish one copy of a list of purchase representatives to the appropriate Chief, SS Br. field office for informational purposes.

3 Buying Direction - Authority for actual purchasing by the purchase representative is contained in the "Buying Direction," which is the space so designated on Form PMA-171, Program Authorization. (See PMA Instr. 124.2.) When the PMA State Director issues the "Buying Direction" to the purchase representative, one copy will be sent to the Chief, SS Br. field office, to be made available to the shipping representative, when the SS Br. is to perform shipping functions. The copy will be filed in the SS Br. field office after the program has been completed.

B Field Authorizations - Within the limitations of an approved docket, the Director, FV Br. shall issue a Form OS-25, Field Authorization to the FV Br. purchase representative. One copy of each Form OS-25 issued will be sent to the FM Div., SS Br., Washington. Upon receipt, the FM Div. will furnish by teletype complete program data, as contained in the Field Authorization, to the appropriate Chief, SS Br. field office.

1 FV Br. Operations - When the FV Br. will conduct a price support purchase program in the field, preliminary planning on shipping matters will be performed between the Washington offices of the Branches. The appropriate Chief, SS Br. field office will be advised of the results by teletype. (See PMA Instr. 127.7.)

VI ISSUANCE OF AND AUTHORITY TO USE BILLS OF LADING

A Designation - Details concerning the designation of the shipping representative are contained in PMA Instrs. 124.1 and 127.7. PMA Instr. 124.1 provides for the arrangements between SS Br. field office and PMA State Office, and PMA Instr. 127.7 covers the arrangements between the SS Br. and FV Br. The arrangement to be followed will depend on whether the FS Br. or the FV Br. will perform the purchase functions. In any event, the SS Br. is responsible for furnishing technical instructions covering all shipping functions.

*Before any shipping representative is furnished a supply of bills of lading, the issuing field office shall type on each bill of lading (1) the name of the field office; (2) the name and title of the Chief of the field office; and (3) the name of the Chief of the field office followed by the word "by." This information shall be inserted in (a) the space for issuing office; (b) the space for name and title of issuing officer; and (c) the space for signature of issuing officer, respectively.

Example: (1) New York Field Office, SS Branch, PMA
 (2) Walter Van Bokkelen, Chief, New York Field Office
 (3) Walter Van Bokkelen, By: *

(VI B)

1 Preparation for SS and FV Brs. Shipping Representative by
SS Br. Field Office

The Chief, SS Br. field office shall furnish the person designated (SS Br. representative or FV Br. purchase representative) to be shipping representative with a supply of U. S. Government bills of lading, authority to execute them in the name of the Chief, SS Br. field office, and appropriate blocks of N/D numbers and the proper symbols to be used in connection therewith. (See SS Br. Instr. 39.9.) The authority shall be in the form of a memorandum prepared in an original and six copies, all signed by the authorizing officer (Chief, SS Br. field office), as follows: (See PMA Instr. 124.3.)

(Addressee)

(Date)

"Pursuant to the authority vested in me to authorize qualified personnel to execute U. S. Government Bills of Lading, I hereby designate (name of shipping representative) to execute bills of lading as follows:

(Name of Chief, SS Br. field office, typed or
legibly hand-printed.)

By (Name of shipping representative, typed)

(Signature of shipping representative affixed upon
receipt from authorizing office)

Shipping Representative

(Signature of authorizing officer affixed at the
time of issuance)

Authorizing Officer

"

Distribution of the original and six copies of the "authority" by the
authorizing officer will be as follows:

Original and - to shipping representative.
3 copies

1 copy - to Chief, Shipping Div., SS Br. Washington.

1 copy - to PMA State Director in state of purchase
or FV Br. depending on which branch will
perform purchase functions.

1 copy - retained by the authorizing officer.

(VI B 1)

Distribution of the original and three copies by the shipping representative after signing, will be as follows:

- Original - to Chief, SS Br., field office, which will be forwarded to the Chief, Claims Div., SS Br., Washington.
- 1 copy - to Claims Div., FI Br., Washington.
- 1 copy - to the authorizing officer.
- 1 copy - retained by the shipping representative.

2 Preparation for PMA State Director by SS Br. Field Office -

When the PMA State Director receives an authorization to conduct a price support program and it is determined that the volume of purchases will not warrant the assignment of a SS Br. representative to perform shipping functions, the Chief, SS Br. field office will deliver to the PMA State Director a supply of U. S. Government Bills of Lading for the use of state office designees with authority to execute them in the name of the Chief, SS Br. field office and to redelegate such authority to his designees. (See PMA Instrs. 124.1 and 124.3.) The authority shall be in the form of a memorandum prepared in an original and five copies, all signed by the Chief, SS Br. field office, as follows:

(Appropriate PMA State Director)

(Date)

"Pursuant to the authority vested in me to authorize qualified personnel to execute U. S. Government Bills of Lading, I hereby redelegate to you, as PMA State Director in the State of (insert name of state), the authority to designate shipping representatives to execute bills of lading under Program Authorization (insert identifying Program Authorization symbol and number). The U. S. Government Bills of Lading are to be issued in my name, as follows:

(Name of Chief, SS Br. Field office, typed)

By (Name of shipping representative)

(Signature of Chief, SS Br. field office)

(VI B 2)

Distribution of the original and five copies will be made by the Chief, SS Br. field office, as follows:

- Original - to the appropriate PMA State Director.
- 1 copy - to Claims Div., FI Br., Washington.
- 2 copies - to Chief, Shipping Div., SS Br., Washington, one of which will be sent to the Chief, Claims Div. SS Branch.
- 1 copy - retained by the Chief, SS Br. field office.

3 Preparation for Shipping Representative by PMA State Director -

When the PMA State Director has received a supply of U. S. Government bills of lading and authority to designate shipping representatives from the Chief, SS Br. field office for specific programs, the authority to the shipping representative will be issued in the form and manner provided in Par. 1, above. Distribution of copies of the authority will also be the same as prescribed in par. 1, above, except that the chief, SS Br. field office will receive 2 copies, one of which will be sent to the Chief, Shipping Div., SS Br., Washington.

VII PLACEMENT AND PREPARATION OF DELIVERY INSTRUCTIONS

A Delivery to Section 32 Outlets (Distributing Agencies)

1 The FDP Branch is responsible for:

a Determining allocations of commodities by states for Section 32 outlets (distributing agencies).

b Advising PMA State Directors of such allocations.

c Arranging with PMA State Directors for the forwarding of Delivery Orders (of the distributing agencies), Form FP-54, direct to the purchase representative(s) in Area(s) of purchase. Delivery Orders (D/O's) as received by the purchase representative will consist of the second (yellow), third (blue), fourth (pink), and fifth (white) copies of FP-54. (Note the FDA-2, "Delivery Order" is the same as FP-54.)

2 The purchase representatives in the area of purchase will arrange shipments of commodities in accordance with shipping schedules previously provided, and will transmit delivery instructions and shipping schedules to the shipping representatives. It is imperative that shipments be made in accordance with specified priorities or sequence.

(VII A)

3 The shipping representative will use the D/O's to prepare shipping documents. After shipment has been effected, the shipping representative shall complete the lower portion of the D/O entitled "FDA only" and shall distribute completed D/O's as follows:

a Yellow copy - to the appropriate SS Br. field office. (This is the "shipping copy" and will be filed with the appropriate copy of the B/L.)

b Blue copy - to the appropriate Area Fiscal Office in area covering location of shipper.

c White and pink copies - to the PMA State Office from which received.

4 In some instances, the D/O may not be on hand at the time shipment is to be made. In such cases, the factual data to be contained in the D/O will be telegraphed to the purchase representative by the PMA State Director and such wires will be used in lieu of D/O's in effecting shipments, pending actual receipt of the D/O's. Upon receipt, such D/O's will be completed and distributed as prescribed above.

5 On conclusion of the program, turn over to the purchase representative all unfilled D/O's for handling as prescribed in PMA Instruction 124.2.

B Delivery to Other Than Section 32 Outlets - The FV Br. Washington, is responsible for:

1 Determining all other outlets.

2 Advising purchase representatives at local areas of purchase, by means of delivery instructions, of appropriate disposition. (See PMA Instruction 124.2.)

3 When the purchase representative advises the shipping representative (if any) or the SS Br. origin office that disposition of any part of the commodity acquired under the "program" or "field authorization" is to storage, the SS Br. origin office will arrange storage so as not to cause any delay in making the shipment, but will notify the Pro. O. Div., Washington, by teletype, of the prospective storage. Include in the teletype notification: (a) commodity, (b) quantity, and (c) program or field authorization under which procured.

C See PMA Instruction 124.4 - for further "distribution" details.

VIII SHIPMENT OF COMMODITIES

A Delivery to Section 32 Outlets (Distributing Agencies)

1 Shipment shall be made only as authorized by the D/O, except as provided in Par. VII A 4, above, and transportation charges will be incurred through the issuance of U. S. Government bills of lading (Std. Form 1103) or U. S. Government Transit Bill of Lading (Std. Form 1131).^{1/}

2 PMA responsibility for delivery ceases when the car is placed for unloading at the point designated in the D/O. All charges, including those for demurrage, storage, and trucking, which accrue after arrival at destination and either constructive or actual placement for unloading are the responsibility of the consignee.

B Local Deliveries - The purchase representatives responsibilities for local deliveries are prescribed in PMA Instruction 124.2.

C Delivery for Section 32 Storage

1 Shipment shall be made to storage only as authorized by the FV Branch.

2 Comparatively small quantities of Section 32 purchases of farm products will be shipped to storage. When such shipments are made, it will be necessary for the appropriate SS Br. field office to determine storage location, execute a separate storage contract (use Form SS-100) for such Section 32 commodities and assign appropriate contract symbols as follows: (See PMA Instruction 455.1 and SS Br. Instr. 34.2.)

A 1 pm(M) Washington, D. C.

A 2 pm(M) Northeast Area

A 3 pm(M) Southeast Area

A 4 pm(M) Midwest Area

A 5 pm(M) Southwest Area

A 6 pm(M) Western Area

3 It will also be necessary for the SS Br. field office to secure from the Area Fiscal Office a separate block of contract numbers for use on Section 32 storage contracts.

^{1/} Due to the currently large supply of Std. Form 1103, Std. Form 1131 will not be immediately issued, therefore continue to use Std. Form 1103 for transit shipments as heretofore.

(VIII C)

4 SS Br. Contracting officers of CCC have authority to execute such Sec. 32 contracts as may be necessary in behalf of USDA, as duly authorized representatives of the Secretary. The contracting officer signing as the representative of the Secretary shall use his official title, such as "Chief, Storage Section."

5 Section 32 storage contracts on Form SS-100 will bear the following notation: "whenever CCC is mentioned in this contract, it will be construed to mean USDA."

6 Documentation shall be the same as under regular procedure, except that separate records and inventories shall be maintained by the SS Br. field offices and by the Inventory Accounting Section, SS Br., for Section 32 acquisitions moving to storage.

D Delivery to Other Than Section 32 Outlets

1 Shipment shall be made only as authorized by the FV Br. (See PMA Instrs. 124.2 and 124.3.)

2 Documentation will be as prescribed herein.

E Split Shipments

1 Whenever there is a "split" shipment (two or more consignees on one shipment), the shipping representative must attach Form SS-75 Consignee's Certificate of Partial Delivery, to the original B/L.

2 One Form SS-75 shall be attached for each consignee, except the final consignee.

3 The shipping representative shall attach instructions to the B/L indicating that the first consignee is to (1) execute a Consignee's Certificate, (2) leave it attached to the B/L, and (3) forward to the next consignee. The final consignee will execute the B/L and surrender it to carrier with all certificates attached.

F Bills of Lading

1 On shipments at Government expense, U. S. Government bills of lading will be used exclusively, except that in extreme emergencies commercial bills of lading may have to be used to avoid delay and loss. Whenever commercial bills of lading are thus used, they shall be prominently marked "TO BE EXCHANGED FOR GOVERNMENT BILL OF LADING BY (insert SS Br. destination office and address)."

2 Preparation and distribution of U. S. Government bills of lading and commercials to be exchanged are prescribed in Exhibits A & B attached hereto. Note the special requirement for field purchases prescribed in these Exhibits.

(VIII)

*G Vendor Order Numbers - To provide for inventory and accounting documentation, the shipping representative will be assigned a block of order numbers by the SS field office serving the territory where commodity is purchased. Wherever an initial shipment is made on an ACTIVE type disposition, (see Par. IV A 1), the shipping representative shall assign the appropriate order symbols (as defined in SS Br. 39.9, Rev. 1), a Vendor order number and sub number information to indicate the total number of subs (cars) for a given Vendor order. This number shall be inserted in the body of the Government bill of lading (or in the commercial bill of lading to be exchanged for a Government b/l). This use of a Vendor order number obviates the necessity of preparing Vendor Notice to Deliver, Form SS-107 and provides for documentary records to be prepared from the Government bill of lading.

1 A separate vendor order number is required for the shipment of each commodity.

2 A separate sub number is required for the shipment of each car (one commodity); also for each stop where partial deliveries are made of one commodity.

3 A separate bill of lading is required for each car (sub) shipped.

4 Due to the fact that one vendor order number may apply on several bills of lading, it is required that each reference for Vendor order number contain complete sub information to indicate the particular sub number (of the given b/l) of the total number of subs (for a given Vendor order number). Example: B/l No. A-1284021 should furnish the following Vendor order number information for the first car of a total number of 5 cars of potatoes shipped to an alcohol plant: "CKOC-12345 Sub 1 of 5. The second b/l A-1284022 should show the Vendor order thusly CKOC-12345 Sub 2 of 5 - etc." Where only one sub is involved in a single Vendor order the sub information shall be shown: sub 1 of 1 sub.*

IX REPORTS OF SHIPMENT

A Wire Report by Shipping Representative

1 On the same day that shipments are made to Section 32 outlets the shipping representative shall send a *prepaid* wire reporting such shipments, to *the consignee.*

*a Shipping representative shall include the following, for Western Union billing purposes only, on each wire:

(1) Address of PMA Area Fiscal Office to which the bill for telegraphic charge should be sent.

(2) PMA Allotment Advice No. 1/parenthetically followed by "Sec. 32."*

2 The wire report shall contain the following information:

a Commodity

b Date shipped

c D/O number (in case of "split" shipments, include all D/O numbers)

d Quantity shipped

e Car initials and number, or state and license number of truck.

f Delivering carrier specified for each D/O

3 Wire notices must be correctly prepared and addressed, brief and without duplication and unnecessary verbiage.

4 A copy of each wire shall be sent promptly by fastest mail to the FDP Br. Area Field Office having jurisdiction of program in state of destination 2/ and to the Chief, Shipping Division, SS Br., Washington 25, D. C.

B Purchase Representative's Reports - The purchase representatives responsibilities for reports are prescribed in PMA Instr. 124.2.

1/ The PMA Allotment Advice number to be used will be the shipping representative's regular administrative allotment for such expenditures.

2/ In case of "split" shipments involving more than one FDP Br. Area Office, send the wire to each FDP Br. Area Office concerned.

(IX)

C Wire Reports on Shipments to Commercial Outlets

1 On the same day that shipments are made to a commercial outlet (starch factories, alcohol plants, etc.) the shipping representative *or warehouseman* shall send a collect day letter or night letter to the consignee, reporting such shipments. The message shall contain the following information:

- a Commodity
- b Date Shipped
- c Quantity
- d Contract (sales or storage) Number
- e Car Initials and Number

Warehousemen will be given instructions by pertinent SS field office concerning the requirements of sending telegraphic advice of shipments to commercial outlets, to the consignee and to the SS field office.

2 A prepaid wire will also be sent by the shipping representative at the close of business each day to the *SS field office of origin* listing the number of cars shipped each day under a sales contract to each commercial processing outlet.

a Shipping representative shall include the following, for Western Union billing purposes only, on each wire:

- (1) Address of PMA Area Fiscal Office to which bill for telegraphic charge should be made.
- (2) PMA Allotment Advice No. 1/,
(parenthetically followed by
"Sec. 32.")

1/ The PMA Allotment Advice No. to be used will be the shipping representative's regular administrative allotment for such expenditures.

(IX)

*D SS Field Offices Special Reports - SS field offices shall prepare special recurring reports upon request by memorandum or teletype prepared for the signature of the Deputy Director. Complete instructions will be given to field offices concerning the special report requirements and when the reports may be suspended. The Daily Comprehensive Potato Car Report as required by the Deputy Director's book teletype dated 8/15/47 is such a "special" report.

X NOTICE TO DELIVER (ORDER) - ISSUANCE

A When Issued - Notices to Deliver (hereinafter referred to as N/D's) are issued by the SS Br. origin office for all ACTIVE dispositions, except for Section 32 program purchases moving directly to Section 32 program outlets. N/D's are NOT issued for any PASSIVE dispositions or for Section 32 program purchases moving directly to Section 32 program outlets.

B Vendor N/D's - Will be prepared by SS Br. field offices on ACTIVE dispositions of all programs (except as noted above) for all movements including movements from the loan program regardless of whether the commodities were in farm storage, unless such movements are PASSIVE, or to Section 32 outlets, as above excepted.

C Warehouse N/D's - Will be prepared by SS Br. field offices on ACTIVE dispositions of all programs for all movements of Government-owned commodities from farm storage.

D Other N/D's - Will be prepared by SS Br. field offices when directed.

E Basis of N/D Preparation - Shall be from PMA-249, "Report of Field Purchases," completed copies of bills of lading, and special instructions or data furnished by the shipping representative after shipment is effected.

F Preparation and Distribution of N/D's - Shall be as prescribed in SS Br. Instr. No. 39.9 Rev. 1, except that for Warehouse N/D's, the name of vendor shall read "Farm Storage."

G N/D Symbols, Numbers and Subs - Symbols will be prescribed and numbers assigned en-block by each SS Br. origin 1/ field office to shipping representatives, who will use the prescribed symbols and such numbers as follows:

- 1 Shipment of one commodity in one car with stops for partial deliveryone N/D number with a separate sub for each stop.
- 2 Shipment of one commodity, two or more lots in one car.... one N/D number with one sub.
- 3 Shipment of more than one commodity in one car....separate N/D numbers for each commodity.
- 4 Shipment involving partial loading at each of different loading points....separate N/D number for each loading point.

At the conclusion of each program, the shipping representative shall report by mail to the SS Br. field office all unused N/D numbers.

1/ A "sub" is a number hyphenated after the N/D symbol and number, such as: WMSM 12345-1. The first "sub" is always "1", the second "sub" for the same N/D is "2", etc. Every N/D will carry at least one "sub."

XI ACCOUNTING

A Purpose - Inventory accounting is provided for through standard SS Br. documentation on all movements for which N/D's are issued. Disposition accomplished without the use of an N/D will be accounted for on the basis of reports prepared and submitted by SS Br. field offices. Information accumulated by the SS Br. field office into the report shall be obtained from the Form PMA-249, "Report of Field Purchases," 1/ and from reconsignment orders issued by the SS Br. field office.

B Form - The SS Br. field office report will be submitted on Form SS-15, "Accounting Summary of Price Support Program Acquisitions and Dispositions."

C Data to be Included - Only acquisitions which are disposed of without the issuance of N/D's will be included. These will be (1) grouped separately for each program and commodity, and (2) will show accumulated purchase units for the entire calendar month. That is, each item appearing on Form PMA-249, for each program for the month, not showing an N/D symbol and number in column (11) thereof, will be included in one of the following categories: (See Form SS-15, attached.)

"A - Section 32 Only, Acquisitions and Dispositions

1. Sec. 32 Purchases Moving Direct to Sec. 32 Outlets -- These will be identified on Form PMA-249 by the information shown in column 10, plus a D/O number in column 11.
2. Reconsignments, of Item 1 above, to Other Than a Section 32 Outlet -- These will be accumulated from the reconsignment orders issued by the appropriate SS Br. field office.

"B - Other Acquisitions and Dispositions

1. Purchased, and Delivered Locally or Sold F.O.B Origin -- These will be identified on Form PMA-249, by the information shown in column 10, plus the words "Local Delivery" in column 11.
2. Purchased, and Placed or Left in Farm Storage -- These will be identified on Form PMA-249 by the information shown in column 10, plus the words "Farm Storage" in column 11.
3. Special instructions will be issued if this line is to be used.

1/ A thorough understanding of the preparation of Form PMA-249 will materially facilitate the preparation of the SS Br. accounting summary. (See PMA Instr. 124.2.)

(XI C)

"B -

4. Total the subitems of section B.

"C - Dispositions from Holdings

1. Deliveries out of Farm Storage, NOT Moving under Government Bill of Lading -- These will be identified on Form PMA-249 by the information shown in column 10, plus the words "Local Delivery" in column 11.
2. Condemnation or Other Loss in Farm Storage -- These will be identified on Form PMA-249 by the information shown in column 10, plus the word "CONDEMNED" in column 11.
3. Special instructions will be issued if this line is to be used.
- 4.. Total the subitems of section C."

D Frequency - This report shall be prepared so as to be mailed on the second work day of each month and shall cover each program's operations for the previous calendar month. If any program ends during the reported month Form SS-15 shall so indicate under "Remarks."

E Disposition - Two copies by fastest mail to Chief, Inventory Accounting Section, Program Operations Div., SS Br., Washington 25, D. C.

XII IN TRANSIT LOSS AND DAMAGE

A SS Br. Responsibilities for Determining Liability

- 1 The Claims Div., SS Br. is responsible for determining liability in connection with any loss or damage to (a) Section 32, or (b) CCC Price Support Commodities while in custody of the SS Br.

B Delivery to Section 32 Outlets (See PMA Instr. 124.4)

1 SS Br. Responsibilities

a SS Br., Claims Div. receives pink copy of D/O's from FDP Br., Washington, and original B/L in instances where exceptions occur. These copies will be used as the basis for developing any claim and determining liability.

2 Consignee's Responsibilities

a In case of serious exception, the consignee will notify the carrier (and, if possible, make a joint inspection) and shall

(XII B 2 a)

immediately notify the PMA State Director who will take the necessary steps to recondition or dispose of the commodity. In all cases consignee will have been advised of responsibility by FDP Br. The consignee shall follow instructions of the PMA State Director regarding damaged or out-of-condition commodities.

b Where commodities are damaged but can be reconditioned and used, consignee will notify PMA State Director and make a full report.

c Consignee MUST indicate loss and/or damage on reverse side of original bill of lading before surrender to carrier and also MUST complete the OS/D section on the back of pink copy of the D/O. The consignee should indicate the apparent cause of the damage and any other pertinent information, such as seal numbers of the cars, in case of shortages.

3 PMA State Director Responsibilities

a The PMA State Director will determine and so advise the consignee whether the commodity (damaged or out-of-condition) shall be rejected to the carrier or accepted by the consignee and reported to the state director for salvage. On questions of shipping or storage of such commodities the PMA State Director will confer with the nearest SS Br. field office.

b The PMA State Director in the state of distribution will police the consignee in cases of exceptions to see that the consignee indicates loss and/or damage on the reverse side of the original B/L, and completes the OS/D section on the back of the pink copy of the D/O. The PMA State Director will forward the pink copy of the D/O to FDP Br., Washington. FDP Br. will then forward pink copy of D/O to the SS Br., Claims Div., if an exception is reported thereon.

C Delivery to Other Than Section 32 Outlets (See PMA Instr. 124.2)

1 SS Br. Responsibilities

a On receipt of notice of rejection from warehouseman, processor or buyer, (or port representative in case of export shipment), the SS Br. field office will request a commodity inspection in accordance with PMA Instr. 127.2 and SS Br. Instr. 36.6.

b When the commodity inspection has been made, the commodity inspector will furnish the SS Br. field office (Ma. Sec.), with an inspection report.

(XII C 1)

c In instances where the consignee will not accept the commodity because of condition, a reconsignment may be agreed upon by the SS Br. destination office and carrier, such as after reconditioning by carrier. In such instances, the SS Br. destination office will effect reconsignment and prepare reconsignment order as indicated in SS Br. Instr. 39.9. However, such reconsignments must be in accord with the FV Br. delivery instructions on other than Sec. 32 outlets.

2 Consignee's Responsibilities

a In case of exception, the consignee will notify the carrier and if possible make a joint inspection, and shall immediately notify the SS Br. destination office.

XIII RECONSIGNMENTS AND CANCELLATIONS

A Delivery to Section 32 Outlets

1 SS Br. origin office will effect reconsignment upon receipt of notification of new consignee and destination by the *FDP Br. Area Field Office* or shipping representative. When reconsignment is requested and the new consignee and destination are not immediately furnished, the SS Br. origin office will place a "stop-order" on the car, secure the new consignee and destination, and effect reconsignment as soon thereafter as possible.

2 When reconsignment is to storage, the SS Br. destination office will allocate storage space and effect reconsignment as follows:

a SS Br. origin office will teletype complete information to SS Br. destination office.

b The D/O number will be shown on the reconsignment order as the ex-reference. (If no N/D was issued.)

3 If D/O cancellation is requested by PMA State Director before shipment has been effected, but after the B/L has been prepared, the shipping representative should write "CANCELED" (and reason or authority for cancellation) in the body of the B/L and forward it to the SS Br. field office. The field office will make disposition of copies as provided in SS Br. Instr. 79.5. In case shipment has been made, a reconsignment order will be effected as described above. Where reconsignment is to another state of distribution, the wire notice provisions of par. IX will be observed.

(XIII A 4)

4 When reconsignment is made to a Section 32 outlet and the original destination was to storage, a new order number will be assigned to the reconsignment order and the D/O number will be shown in the body of the reconsignment order. The N/D (order) number assigned to the shipment to storage will be shown as the ex-reference of the reconsignment order.

B Delivery to Other Than Section 32 Outlets

1 SS Br. original destination office will effect reconsignment upon receipt of notice from Shipping Div., SS Br., Washington.
1/ The Shipping Div. will have obtained delivery instructions from the FV Br., as provided in PMA Instr. 124.2.

More

1/ A copy of this notice will be sent to the FV Br. in Washington, to Frank Becker, Attn.: E. Casswell.

(XIII B)

2 If specifically instructed by the Shipping Div., the SS Br. original destination office will wire the new consignee the following information:

- a Commodity
- b Date diverted or reconsigned
- c Number and type units
- d Net weight
- e Point from which diverted or reconsigned
- f Car initials and number
- g Delivering carrier

A copy of the wire shall be sent to the SS Br. destination office covering the area in which the new consignee is located.

3 The SS Br. original destination office will police the prompt return of documents from the old consignee and will send them to the new consignee.

XIV DISPOSITION OF OFF-CONDITION COMMODITIES IN STORAGE

A When information pertaining to off-condition commodities is made available to the FM Div., Washington, indicating warehouse, lot number, commodity, quantity, and type container, the FM Div. will immediately inform the Pro. O. Div. of necessity for moving the commodity out of storage.

B The Pro. O. Div. will secure outlets (and contract number) from the FV Br. verbally in order to expedite movement. However, written confirmation of authorization to ship must be furnished by FV Br., and Pro. O. Div. will police receipt of such authorization.

C Pro. O. Div. will issue authorization by teletype to the appropriate SS Br. field office to effect shipment of the commodity.

D SS Br. field office will order and document movement according to existing procedure. (See SS Br. Instr. 39.8 and 39.9.)

XV DISPOSITION OF OFF-CONDITION COMMODITIES ON TRACK AT STORAGE

A When information pertaining to off-condition commodities is received in the SS Br. field office indicating that a car is on track and must be diverted because:

(XV A)

1 It is not accepted by a warehouse, or

2 The percentage of spoilage is such that the commodity is not fit for storage.

The field office will immediately telephone or teletype the FM Div., Washington, giving car initials and number, location, commodity, quantity and type containers.

B The FM Div. will immediately contact FV Br. and will secure outlets and contract number, and written confirmation is necessary. FM Div. will police receipt of such authorization.

C FM Div. will then inform Shipping Div. of the necessity for diversion or reconsignment and will furnish the car initials and number, warehouse, commodity, quantity, new consignee, destination and contract number.

D The Shipping Div. will secure ODT permit, if necessary, and advise the SS Br. field office to effect reconsignment, furnishing the ODT number, as well as the information contained in par. C, above.

XVI SHIPMENTS MADE FROM INVENTORY (CCC PRICE SUPPORT, GSP OR SECTION 32) FOR DELIVERY TO SECTION 32 OUTLETS

A Pro. O. Div. Responsibilities - The Pro. O. Div. will be responsible for:

1 Establishment and maintenance of files of dockets approved by the Board of Directors of the Commodity Credit Corporation authorizing both deliveries from inventory and acquisition by Section 32.

2 Furnishing FDP Br. and applicable commodity branches with lot inventories for program selection purposes.

3 Securing memoranda from FDP Br. indicating the lots selected for Section 32 outlets (not earmarked for specific D/O's). Such memoranda shall include the docket number authorizing acquisition by the Section 32 program.

4 Upon receipt of such memoranda, to immediately teletype to the appropriate field office the following:

"Earmark for ultimate delivery to Section 32 outlets the following:

<u>Commodity</u>	<u>Location</u>	<u>Quantity</u>	<u>Lot Number</u>
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Delivery shall not be effected until your office has received both the D/O (or telegraphic instruction) from the PMA State Director in the state of destination and the list of preferential order of shipment from this office."

(XVI A)

5 Upon receipt of the lists of preferential order of shipment from FDP Br., the Pro. O. Div. will determine from the applicable dockets the first, third and fourth letters of the N/D symbol and immediately teletype to the appropriate field office the following:

"Reour (message number) of (date) following is preferential order of shipment:

Lot No. Delivery Order No. Order of Shipment

If D/O's have been received from FDP Area office,
OK to ship under N/D symbol _____,
docket _____."

B SS Br. Field Office Responsibilities - The field offices will be responsible for:

1 Earmarking Lots - In accordance with teletype instructions received from the Pro. O. Div., earmark lots in such a manner that lots are immediately identified as being available for Sec. 32 outlets (not earmarked for specific D/O's).

*2 Delivery Orders - The SS field office will receive from the FDP Area office the second (yellow), third (blue), fourth (pink), and fifth (white) copies of each Delivery Order, Form FP-54, where shipments are being made from inventory to Section 32 outlets. These copies of the D/O shall be retained by the SS field office until the green memorandum copy of the Government bill of lading is returned by the shipper at which time the shipped information will be inserted in the lower portion of all copies of the Form FP-54. The D/O copies shall then be distributed as follows:

Yellow copy	- Retained by SS field office
Blue copy	- Area Fiscal Office for location of shipper
Pink and	- FDP Area Office
White	- of Destination*
copies	

*3 Delivery - SS field offices shall effect delivery only after there has been received both the D/O from the FDP Area Office and the teletype list of preferential order of shipment from the Pro. O. Div., except that:

a In instances where the D/O has not been received in the field office, a telegram from the FDP

(XVI B 3 a)

Area Office (and the teletype from the Pro. O. Div.) containing the factual data may be used in lieu of the D/O as authority to ship. As soon as the D/O is received, it should be completed and transmitted in the manner prescribed in subparagraph 2.

b In no event will deliveries be made for quantities short or in excess of the lots earmarked, or from lots other than those earmarked, without securing prior approval from Pro. O. Div. Also, deliveries will not be made for quantities short or in excess of that called for in the D/O without securing prior written or telegraphic approval from the *FDP Area Office* originating the D/O. In cases of discrepancy, teletype identifying information to Pro. O. Div. and request instructions.

c Shipping instructions and vendor or warehouse N/D's shall be issued in the usual manner and all documents shall reflect the docket number as furnished by the Pro. O. Div. (See SS Br. Instrs. 39.8 and 39.9.)

4 Sending Instructions to Shippers - Stress the importance of the following when sending instructions to shippers:

a Mailing the original and one yellow copy of the Government b/l directly to the *FDP Area Office* in state of destination immediately after making shipment.

b Dispatching "prepaid" telegraphic notice of shipment to the consignee on the day shipment is made. In this connection, prepare the form telegram, as in Exhibit "C" attached, in an original and one tissue copy, and forward to the shipper for use in sending the wire to the consignee. The wire will be made up on a form telegram, prescribed as Exhibit "C" attached, and will contain the following information:

(1) Shipped today

(2) Commodity

(3) D/O Number

(4) Quantity (To be inserted by shipper)

(XVI B 4 b)

(5) Shipping Point

(6) Car Initials and Number (To be inserted by shipper)

(7) Delivering carrier

The shipper should immediately deliver the original wire to the nearest Western Union office and attach the tissue copy to the green copy of the bill of lading which is returned to the field office of origin. Upon receipt, the field office will indicate on office records (copies of D/O) the hour and date of transmittal by the shipper and mail the tissue copy of the wire to the Chief, Shipping Div., SS Br., Washington. Copy of wire shall also be mailed immediately to FDP Br. Office having jurisdiction of program in state of destination.

(XVI B)

4 Inbound Loading Manifest - If any, cross-reference with the outbound information and distribute as follows:

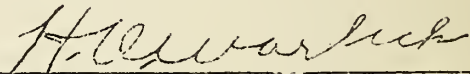
- a Original and 1 copy to Area Fiscal Office covering location of shipper
- b One copy filed in SS Br. field office of origin
- c One copy to Claims Div., SS Br., Washington
- d Copies remaining may be destroyed

If no manifests exist (as in Section 32 Inventory) none shall be prepared.

XVII SUPERSEDED INSTRUCTION

A This Instruction becomes effective immediately and supersedes SS Br. Instr. 39.2 Rev. 2, dated Dec. 27, 1946 and the Deputy Director's memorandum to all field offices on this subject dated January 30, 1947.

* * *



H. O. Warlick, Director
Shipping and Storage Branch

GOVERNMENT BILL OF LADING

Instructions for Preparation: The person preparing the B/L under the direction of the shipping representative, will write in the following information in the spaces on the U. S. Government Bill of Lading, Standard Form 1103. ALL COPIES OF THE BILL OF LADING MUST BE LEGIBLE AFTER PREPARATION.

1. Car Initials and Number: To be inserted by actual shipper before execution of B/L at origin.
2. Bill of Lading Number: Repeat, BY TYPING, the bill of lading number just left of the number on the bill of lading (upper right corner.) This is important and is necessary to overcome printers' errors in numbering the blank copies of forms.
3. Name of Initial Transportation Company: Insert the full corporate name of the originating carrier, such as "Baltimore and Ohio," and not trade names such as "Cotton Belt," "Nickel Plate," etc.
4. Stop This Car At: To be used only if a stop-off in transit shipment; in such case show the city or cities, (or town) and state or states, where car is to be stopped to complete loading or for partial unloading. In such instances be certain to attach Form SS-75, "Consignee's Certificate of Partial Delivery." (See "Split Shipments," below, for further information.)
5. Consignee: Show the vendor or warehouse N/D symbol and number, if any; next, the complete name (including title and agency) and address of the consignee. After consignee's name show the specific location car is to be spotted for unloading, if given in such instruction as the Delivery Order, etc. Also, show name and address of NOTIFY party.
6. Destination: Show the city (or town) and state of destination (or final destination, if a stop-off in transit shipment) as indicated in the official list of "Open and Prepay Stations." An official list of "Open and Prepay Stations" is available in SS Br. field offices and in various agents' offices.
7. Via: Route only shipments involving "stop-offs," "transit," "to storage" and "to processor." When routing these shipments, insert complete route using carrier's initials, including originating, delivering, and all intermediate carriers.
 - a. The initial transportation company must always be shown as the first carrier in the routing; however, in case of transit privilege shipments, see exceptions as provided in Shipping Division General Memo 45-34.

(7)

- b. Complete names of carriers need not be written in full in routing space, as the official abbreviations are sufficient. Junction points should not be shown except where this would be necessary to assure application of lowest combination or through rate on shipments from transit stations, or to specifically direct the movement, or to serve other substantial interest of the U. S. Government.
 - c. When delivery at destination is required by a particular delivering carrier, insert such information in the following manner:
"AB&C Railroad delivery."
 - d. If shipment is not to be routed by the Government -- Insert the words "Carrier-routing." When unrouted bills of lading are submitted to carrier's agent for signature, do not allow them to insert routes unless noted as above. Carriers are obligated to move unrouted shipments via cheapest and most economical routes, in which case, allowing agents to insert routes on all copies of bills of lading at time of shipment might be interpreted as being routed by the Government unless proper notation of responsibility for routes is shown.
8. Date B/L Issued: Insert date bill of lading is prepared.
9. From (Shipping Point): This shall be the name of the station or siding where the shipment is actually loaded and accepted by PMA (or carrier for PMA). If cars are loaded at non-agency stations and the bill of lading is signed at the nearest agency station, the shipping point shall be shown as the non-agency station, such as "Highland Park, B/A Lake Wales, Florida."
10. From: (full name of Shipper) Insert thus: USDA - PMA c/o Full Name of Shipper.
- NOTE: Except where purchased on a transit basis and inbound movement was on a commercial bill of lading. In this case only, shipper's name will be shown leaving out any reference to USDA - PMA or CCC.
11. Charges to be Billed to: United States Department of Agriculture - Production and Marketing Administration.
12. Appropriation Chargeable: Insert, Section 32, National School Lunch, CCC Price Support, GSP, Surplus Property, or appropriation symbol, whichever is applicable.
13. Issuing Office: Appropriate SS Br. field office.

14. Name and Title of Issuing Officer: Insert name and official title of person authorized to issue bills of lading, such as: "P. J. Pingatore, Chief, San Francisco, Office."
15. Packages: Insert the total number of packages to be shipped, if actual quantity is known; otherwise, this information will be inserted at time of shipment by shipper.
16. Description of Articles: Insert proper description of commodity. Prior to being sent into the field, the shipping representative will obtain or be furnished the commodity description from the "Freight Billing Guide," issued by the Shipping Division, Washington, and available in SS Br. field offices.
 - a. Protective Services - Insert standard ventilation, etc. Prior to being sent into the field, the shipping representative will obtain or be furnished the necessary protective services data, as included in the "Icing and Heater Guide," issued by the Shipping Division, Washington, and available in SS Br. field offices.
 - b. Seal Numbers on Carload Shipments - The seal numbers applied to car must be shown in the body of the bill of lading.
 - c. Net Weight - Tare Weight (If required.)
 - d. Show Inbound Transit References (If required) - Complete transit reference shall include:
 - (1) U. S. Government Bill of Lading number and date, (2) bureau number, (3) freight bill number and date, (4) waybill number and date, (5) origin, (6) commodity description, (7) inbound N/D number and date, (8) full inbound route, (9) rate paid in, (10) car initials and numbers, (11) weight applied to the outbound move, and (12) Section 22 or tariff authority for transit privilege. When shipments have to be stopped more than once, each previous billing must be recorded separately.
 - e. Field Purchase Special Requirement - On field purchase shipments the following should be typed in a prominent space under "Description of Articles" on the B/L - "Title of this commodity passed to the U. S. Government on (date)." The date line above shall be completed by the PMA shipping representative prior to presentation of the B/L to the Carrier's agent for signature. For further information on this special requirement, see "detention and demurrage" clause of the purchase announcement.
17. Weights: Insert actual gross weight of shipment, which includes the weight of the commodity plus the weight of the container in which it is packed. Tariff billing weights and weight agreements must be observed. Unless the actual gross weight is known at the time bill of

lading is prepared, this information will be inserted at the time of shipment by the shipper. The weight of dunnage, when used, should be shown separately in the weight column, and the gross weight and dunnage weight totalled. If the net weight of a commodity is required to appear on the bill of lading (either U. S. Government or "commercial" for exchange) place under "description of articles," not under the "weight" column. This is equally applicable whether or not dunnage is required for a shipment. The certificate of track scale weight will be obtained from the railroad in all cases of shipment in bulk by rail involving a sales contract at destination. (See PMA Instr. 124.2, Para. XII, B.) Where this certificate is to be obtained, the shipping representative will (1) have the following typed on the bill of lading: "Weigh at first track scale in transit and forward weight certificate to _____ (show name and address of purchase representative)," and (2) insert on the memorandum copies only of the bill of lading, under the "description of articles," the appropriate net weight of the commodity prior to distribution of the B/L copies.

18. Certificate of Issuing Officer:

- a. Contract Number or Purchase Order Number or Other Authority For Shipment - Insert here the N/D symbol, number and sub and the D/O number.
- b. F.O.B. Point Named in the Contract - If original move from vendor, show actual f.o.b. point. If transit shipment, leave blank.
- c. Signature of Issuing Officer - Name of person authorized to issue bill of lading. This must be the same as the name shown in Item No. 14, above, by the person issuing the B/L.

19. Name of Transportation Company: Insert name of transportation company receiving shipment at shipping point for forwarding. This must agree with the corporation name of initial transportation company shown in Item No. 3, above, as the originating carrier.

20. Date of Receipt of Shipment: Carrier's agent will insert date shipment is actually delivered to the originating carrier for forwarding. This must be done on every shipment.

21. Signature of Agent: To be signed by carrier's agent with ink or indelible pencil. Copies may be carbon signed.

Split Shipments: Whenever there is a "split" shipment, that is two or more consignees for the contents of one car, the shipping representative (on field purchases) or SS Br. origin office (on shipments from inventory, vendor, or processor) must prepare and attach SS-75 "Consignee's Certificate of Partial Delivery," to the original bill of lading. One "Consignee's Certificate of Partial Delivery" must be prepared and attached for each consignee, except the final consignee. The U. S. Government B/L number must be entered on each "Consignee's Certificate of Partial Delivery" attached to the bill of lading.

The shipping representative or SS Br. origin office will attach instructions to the bill of lading indicating that each consignee is to execute the "Consignee's Certificate" bearing his name, leave it attached to the bill of lading and forward to the next consignee. The final consignee will execute the original bill of lading, and return the bill of lading with the "Consignees' Certificates" attached thereto, to the delivering carrier's agent.

Corrections of U. S. Government Bills of Lading: When errors are detected in bills of lading after distribution of copies, Form SS-8, "Correction of Government Bill of Lading" will be used for correction purposes. Where Form SS-8 is necessary on field purchase shipments, Form SS-8 will be prepared by the shipping representative in an original and four copies and distributed as follows:

- Original - Claims Div., SS Br., Washington.
- 1 copy - PMA State Director (if shipment to Sec. 32 program outlet) or Consignee (others than Sec. 32 outlets).
- 1 copy - Area Fiscal Office covering point of origin for shipment.
- 1 copy - SS Br. field office covering point of origin for shipment.
- 1 copy - Retained by shipping representative for Field Record Envelope.

Cancellation of U. S. Government Bills of Lading: When U. S. Government bills of lading are issued and are not used, or guarantee of transportation charges is rescinded, such bills of lading are to be canceled. In such instances, the SS Br. origin office (except as indicated for field purchases, below) will plainly stamp or write CANCELED on the original bill of lading, the green copy and two yellow copies. In addition, the following information will be inserted on the original, green and two yellow copies:

- 1 Reason for cancellation
- 2 Date of cancellation
- 3 Initials of person effecting cancellation

After entering the above information, the SS Br. origin office will distribute the original, green and two yellow copies as provided below and destroy the remaining copies.

Send original to:

U. S. D. A.
Production & Marketing Administration
Fiscal Branch
Claims Division
Washington 25, D. C.

Send green copy to:

U. S. D. A. - P.M.A.
Area Fiscal Office covering
the location of the shipper

Send one yellow copy to:

U. S. D. A.
Production & Marketing Administration
Shipping and Storage Branch
Claims Division
Washington 25, D. C.

Retain one yellow copy in the SS origin office.

On field purchase shipments destined to Section 32 outlets, if the PMA State Director requests cancellation before shipment has been effected, but after the U. S. Government bill of lading has been prepared, the shipping representative will mark CANCELED and the reason for cancellation in the body of the bill of lading and forward it to the SS Br. origin office for distribution as described above.

Certificate in lieu of Lost Government Bill of Lading: In the event the original U. S. Government bill of lading is not received and accomplished 60 days after delivery of shipment, the carrier or consignee may request the SS Br. field office or Washington office to issue a Standard Form 1108, "Certificate in Lieu of Lost U. S. Government Bill of Lading."

The SS Br. field office receiving requests for "Certificates in Lieu" will forward such requests to the Shipping Division, Washington. "Certificates in Lieu" will be issued only by the Shipping Division, Washington.

The "Certificate in Lieu" will be prepared in an original and three copies, after a thorough investigation by the Shipping Division to ascertain that the original has not been paid. The original will be sent to the carrier, one copy to the Claims Division, SS Br., for files, one copy to the Claims Div., FI Br. and one copy will be retained in the Shipping Division.

Other Shipping Information: Any other information or advice needed by shipping representatives on field purchase programs should be obtained from SS Br. field offices covering the area of purchase. In the event the SS Br. field office is unable to render the service needed, the matter should be immediately taken up with the Shipping Division, Washington, via teletype.

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DISTRIBUTION OF BILLS OF LADING

S&S INSTR. 39.2 REV. 3 EXHIBIT B

(1) COPY AND NUMBER	(2) SHIPPER'S DISTRIBUTION	(3) S&S ORIGIN AND DESTINATION OFFICE DISTRIBUTION AND USAGE FOR ALL SHIPMENTS EXCEPT EXCHANGE FOR COMMERCIAL B/L AND TO SECTION 32 OUTLETS	(4) S&S DESTINATION OFFICE DISTRIBUTION FOR ALL SHIPMENTS ON COMMERCIAL LADINGS ENDORSED FOR EXCHANGE	(5) SHIPPING REPRESENTATIVE OR S&S FIELD OFFICE DISTRIBUTION FOR ALL SHIPMENTS TO SECTION 32 OUTLETS
1 - ORIGINAL (WHITE)	S&S FIELD OR SUB-OFFICE OF DESTINATION	FOR DELIVERY TO CONSIGNEE	DELIVER TO CONSIGNEE	PMA STATE OFFICE IN DESTINATION STATE
2 - SHIPPING ORDER (SALMON-CHERRY)	TO CARRIER'S AGENT	-----	INVENTORY ACCOUNTING SEC. PRO. D. DIV. S&S BR., WASHINGTON 25, D. C.	TO CARRIER'S AGENT
3 - FREIGHT WAYBILL (ORIGINAL, WHITE)	TO CARRIER'S AGENT	-----	INV. ACCTG. SEC. FOR FORWARDING TO THE CLAIMS DIV. S&S BR. WASH. D.C.	TO CARRIER'S AGENT
4 - FREIGHT WAYBILL CARRIER'S COPY (WHITE)	TO CARRIER'S AGENT	-----	DESTROY	TO CARRIER'S AGENT
5 - MEMO COPY (GREEN)	TO S&S ORIGIN OFFICE	TO BE USED IN S&S ORIGIN OFFICE AS REPORT OF SHIPMENT AND THEN SENT TO AREA FISCAL OFC. FOR LOCATION SHIPPER	SENT TO S&S ORIGIN OFFICE FOR USE AS SHOWN IN COLUMN 3	WHEN DISTRIBUTED BY SHIPPING REPRESENTATIVE, SEND TO S&S ORIGIN OFFICE FOR USE AS SHOWN IN COLUMN 3
6 - MEMO COPY (YELLOW)	INV. ACCTG. SEC. S&S BR., WASH. AFTER USE TO BE SENT TO DOCUMENT ANALYSIS SEC. CLAIMS DIVISION	-----	TO SHIPMENT ORIGIN OFFICE FOR RETENTION.	WHEN DISTRIBUTED BY SHIPPING REPRESENTATIVE, SEND TO S&S ORIGIN OFFICE FOR USE AS SHOWN IN COL. 2.
7 - MEMO COPY (YELLOW)	S&S FIELD OR SUB-OFFICE OF DESTINATION	FOR USE AS REPORT OF SHIPMENT	RETAIN FOR SHIPMENT REPORT PURPOSES.	RETAIN IN ORIGIN OFFICE
8 - MEMO COPY (YELLOW)	RETAINED BY SHIPPER AND ATTACHED TO HIS VOUCHER COVERING COST OF COMMODITY OR SERVICE RENDERED	-----	TO SHIPPER TO SUBMIT WITH HIS VOUCHER	VENDOR WILL SUBMIT WITH HIS VOUCHER
9 - MEMO COPY (YELLOW)	RETAINED BY SHIPPER FOR HIS FILES UNLESS LADING COVERS A "TRANSIT PRIVILEGE" SHIPMENT IN WHICH CASE SHIPPER WILL FORWARD TO TRANSIT BUR.	-----	TO SHIPPER FOR HIS FILES	PMA STATE OFFICE WITH ORIGINAL BILL OF LADING
10 - MEMO COPY (YELLOW)	-----	RETAINED IN S&S ORIGIN OFFICE AT TIME OF PREPARATION	RETAIN IN PREPARING OFFICE WITH COPY OF THE COMMERCIAL BILL OF LADING	ON FIELD PURCHASES - FIELD RECORD ENVELOPE. ON MOVEMENT FROM INVENTORY - OFFICE ISSUING B/L

NOTICE TO SHIPPER

I M P O R T A N T - AS SOON AS THE ATTACHED BILL OF LADING IS EXECUTED BY THE CARRIER, INSERT NUMBER OF UNITS SHIPPED (first blank), AND CAR INITIALS AND NUMBER (second blank) IN THE FOLLOWING TELEGRAM AND SEND THIS COPY AT ONCE via WESTERN UNION. Insert hour and date of transmission on the attached carbon copy of this telegram and fasten it to the GREEN copy of the bill of lading.

TELEGRAM
Official Business - Govt. Rates
WESTERN UNION

From: USDA, Prod. & Mktg. Admin.
Bureau: Shipping & Storage Branch
Chg. App: COLLECT

Date:

To:

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U.S. DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

ACCOUNTING SUMMARY OF PRICE SUPPORT PROGRAM
ACQUISITIONS AND DISPOSITIONS

OFFICE LOCATION

32.2 REV. 3
EXHIBIT D

SIGNATURE

DATE OF REPORT PERIOD OF REPORT

CALENDAR MONTH OF 19

ITEM

COM. & PUR. PRO. SYMBOL COM. & PUR. PRO. SYMBOL COM. & PUR. PRO. SYMBOL COM. & PUR. PRO. SYMBOL

PUR. UNITS OR NET LBS. PUR. UNITS OR NET LBS. PUR. UNITS OR NET LBS. PUR. UNITS OR NET LBS.

A- SEC. 32 ONLY, ACQUISITION & DISPOSITION

1. SEC. 32 PURCHASE MOVING DIRECT TO SEC. 32 OUTLET

2. RECONSIGNMENTS OF ITEMS 1 ABOVE TO OTHER THAN SEC. 32 OUTLET

B- ACQUISITION & DISPOSITION, OTHER

1. PURCHASED & DELIVERED LOCALLY OR SOLD FOR ORIGIN

2. PURCHASED & LEFT OR PLACED IN FARM STORAGE

3.

4. TOTAL OF SECTION B

C- DISPOSITION FROM HOLDINGS

1. DELIVERIES OUT OF FARM STORAGE, NOT MOVING UNDER GOVERNMENT BILL OF LADING

2. CONDEMNATIONS OR OTHER LOSS IN FARM STORAGE

3.

4. TOTAL OF C

REMARKS

